

CLASS TITLE:**BUDGET ANALYST II****Class Code: 02654300****Pay Grade: 31A****EO: B****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To perform professional tasks in the analysis and preparation of the State budget; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the supervisor from whom assignments are received; work is reviewed for conformance to instructions, laws, rules and regulations.

SUPERVISION EXERCISED: Usually none. May provide professional guidance to less experienced professional staff on an informal basis. May act as coordinator of multi-analyst projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To review agency operating and capital budget requests and prepare written budget analyses that summarize each assigned agency's history, primary responsibilities, enabling statutes, significant budgetary trends, and each budget issue for which a decision should be made, including a recommendation for each budget issue, to the Budget Officer and the Director of Administration; assist and advise the Governor and members of the Governor's staff in formulating the budget recommendations to be presented to the Legislature; and assist in preparation and coordination of the various documents published by the Budget Office.

To assist in the preparation of appropriation bills that reflect the Governor's budget recommendation to the Legislature; monitor legislative action on the Governor's budget recommendation; and assist in the preparation of fiscal notes on pending legislation in accordance with statutory requirements.

To prepare issue papers or miscellaneous special reports, ensuring that deadlines are met; assist in the analysis of a wide scope of public finance issues, as they arise, such as cash flow analysis, debt management, and revenue estimation. (Issue papers will often span multiple agencies.)

To assist assigned agencies in the preparation of their annual budget requests.

To study changes in agency operations that would enhance efficiency and effectiveness in achieving agency objectives.

To develop and suggest improvements to the budget process and make recommendations as to potential modifications.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Demonstrated knowledge of the accepted principles and practices utilized in the analysis of program objectives, procedures, organizational structure and financial resources as they relate to the preparation, review and implementation of budgets; a working knowledge of the principles and practices of public budgeting and administration; a familiarity with the principles and practices of program budgeting; the ability to conduct analyses of problems, develop alternatives and participate in decision making; the ability to examine, assimilate, and utilize the information garnered from agency documents, on-site visits, and national and regional literature related to budgetary agency activities; the ability to provide clear and concise reports on a timely basis; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree, demonstrating significant course work and academic experience resulting in advanced reading comprehension; evidence of research and report writing skills; and applied analytical and interpersonal communication skills, and

Experience: Such as may have been gained through: six months employment as a budget analyst in a central budget office involving the preparation and presentation of the budget of a state.

Or: Twenty-four months employment as a budget analyst in a central budget office involving the preparation and presentation of budget of a state, a large municipality, or the federal government, may be substituted for the required education and experience.

Class Created: November 17, 1991

Editorial Review: 3/15/03